
**Utah Science Technology and Research
(USTAR)
Centers Initiative
Application**

2008-2009 Awards
Deadline for Applications: July 1, 2008

Utah State Office of Education
Patti Harrington, Ed. D.
State Superintendent of Public Instruction
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

Application Instructions for Utah School Districts and Charter Schools Seeking Funding for Utah Science Technology and Research (USTAR) Centers Initiative

I. Introduction/Background

On July 1, 2008, S.B.2 (2nd Sub.) will become law. This law creates an optional competitive grant program to provide an extended contract year for mathematics and science teachers through the creation of Utah Science Technology and Research (USTAR) Centers.

The Utah State Office of Education (USOE) is responsible for the administration of this program. Funds available for the USTAR Centers Initiative competitive grant program will be awarded by the USOE to support successful proposals submitted by Utah school districts or charter schools focused on increasing compensation for mathematics and science teachers by providing opportunities for extended contracts.

II. Program Description

- A. Goal: The overall goal is to create USTAR Centers that will enhance the ability of districts and charter schools to attract and retain mathematics and science teachers while simultaneously offering more opportunities for students and more effectively using the capacity of capital facilities.
- B. Use of Funds: Except as indicated below, funds must be used only to provide full year teacher contracts, part-time teacher contract extensions, or combinations of both, for mathematics and science teachers. Contract extensions may be used for extended student learning time, additional course offerings, professional development, or other activities that support the establishment of USTAR centers and the improvement of STEM education. Up to 5% of the grant monies may be used to fund mathematics and science field trips, textbooks, and supplies.
- C. Duration of Grants: Grant proposals will be approved for a three year period. Funds will be distributed annually beginning FY 2009. Grants may be renewed based on future budget constraints, yearly evaluation results and compliance with the stated terms of the grant.

III. Priorities for Funding

- A. Priority will be given to USTAR proposals that follow the intent of section 53A-17a-159 of S.B.2 (2nd Sub.)
- B. To ensure representation of projects from a variety of educational settings, awarded proposals will include representation from urban, rural, large, small, growing, and declining charter schools and school districts.

IV. Proposal Narrative Requirements

Each proposal for USTAR funds must include responses in the following areas:

A. Describe how you will provide financial incentives to qualified mathematics and science teachers as outlined in section 53A-17a-159 of S.B.2 (2nd Sub.)

1. Increased compensation for mathematics and science teachers by providing opportunities for an expanded contract year which will enhance school districts' and charter schools' ability to attract and retain talented and highly qualified mathematics and science teachers
 - a) Describe how your proposal will impact the ability to attract and retain qualified mathematics and science teachers in your district or charter school.
 - i) Outline your plan for compensating qualified mathematics and science teachers.
 - ii) Describe how you will ensure that the teachers included in your program will be highly qualified mathematics and science teachers.
 - b) Explain your plan to extend the school year or provide increased time for student learning.

B. Describe the potential benefits of your program, which may include one or more of those outlined in section 53A-17a-159 of S.B.2 (2nd Sub.)

1. Increased capacity of school buildings by using buildings more hours of the day or more days of the year, resulting in reduced capital facilities costs
2. Decreased class sizes created by expanding the number of instructional opportunities in a year
3. Opportunities for earlier high school graduation
4. Improved student college preparation
5. Increased opportunities to offer additional remedial and advanced courses in mathematics and science
 - a) Describe how you will provide expanded opportunities for remedial learning in mathematics and science.
 - b) Describe how you will provide expanded opportunities for advanced learning in mathematics and science.
6. Opportunities to coordinate high school and post-secondary mathematics and science education
 - a) Describe strategies for collaboration with higher education including distance education links where appropriate.
 - b) Describe strategies for systemic change targeted towards meeting the needs of mathematics and science students 7-12 and increasing student interest in pursuing STEM studies.
7. The creation or improvement of Science, Technology, Engineering, and Math centers (STEM Centers)
 - a) Describe strategies for collaboration with businesses and higher education designed to increase student enthusiasm for and involvement in mathematics and science.
 - b) Describe strategies for collaboration with higher education including distance education links where appropriate.
 - c) Include financial and volunteer-time contributions from businesses and higher education.
8. Other potential benefits not specifically named by statute
 - a) Describe other benefits for student learning
 - b) Describe other benefits that will enhance the ability to attract and retain talented and highly qualified mathematics and science teachers

C. Describe how your program will result in a more efficient use of human resources and capital facilities.

1. Demonstrate in the budget that 95% of the funds will be used for increased compensation for mathematics and science teachers.
 - a) Describe how the extended year contracts will be used to extend the use of capital facilities and reduce costs.
 - b) The following may not be submitted as part of the budget for USTAR Initiative Center funding.
 - i) Administrative costs
 - ii) Facilities
 - iii) Maintenance
2. Demonstrate in the budget that that no more than 5% of the monies will be spent for mathematics and science field trips, textbooks or supplies.
3. Include a timeline that shows implementation and maintenance of the program during the term of the grant.

D. Budget

1. Complete the budget form in Appendix C

V. Preparation of Application

Listed below are the required components of an acceptable application. The narrative sections of the proposal must be double-spaced, and the font used must not be smaller than 12-point. Applicants must adhere to the page limitations on the narrative sections and include materials allowed in the following list:

- A. Cover Page: Use the form provided in Appendix A. The cover page should be the first page of the application.
- B. Assurances: Use the form provided in Appendix B. Attach the assurances page behind the cover page as the second page of the application.
- C. Abstract: Provide an abstract of the proposal that briefly and concisely describes the program to be implemented and summarizes the intended results of the program. The abstract may not exceed 250 words.
- D. Project Narrative: The narrative section must be double-spaced. The narrative should not exceed 10 pages.
- E. Appendices: Attach appendices, if referred to in the narrative section.

VI. Proposal Submission and Review

- A. Submission: Applicants must submit an original and eight copies of the full proposal to the USOE. The original must include an original signature of the authorized official on the cover page. Fax and e-mail transmissions are not acceptable. To be considered for funding, proposals must be received at the USOE by 5:00 p.m. on **Tuesday, July 1, 2008**. Incomplete applications will not be considered. Proposals should be mailed or delivered to:
- Velma Itamura
Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200
- C. Review Process: As proposals are received at USOE, the following procedures will be applied.
- All proposals will be reviewed for completeness and compliance with the requirements set forth in S.B.2 (2nd Sub.) to determine applicant eligibility.
 - Any proposals received before June 18 will undergo a preliminary review for completeness and eligibility. Any questions will be referred to the proposing organization.
 - Late submissions will not be reviewed
 - The decision of the USOE is final.

An expert review panel that may consist of representatives from the Governor's Office, the Utah State Legislature, the Utah State Office of Education, and the Coalition of Minorities Advisory Committee will evaluate eligible applications in light of the required application components and the established criteria. Proposals will be ranked by the review panel and selected for funding consideration based upon the rubric in Appendix D. The review panel may

- recommend full funding, or
- recommend funding at a reduced amount, or
- recommend funding with modifications, or
- not recommend funding.

VII. Award Administration

- A. Notification of the Award: Within thirty days of completion of the review process, the project director and chief financial officer will be notified of the status of their proposal.
- B. Award Conditions: For the 2008-2009 competition, \$6,900,000 is available for USTAR grants. Funds are renewable based on future budget constraints, yearly evaluation results and compliance with the stated terms of the grant.
- C. Reporting Requirements: Each school district or charter school receiving a grant or sub-grant must report annually to the Utah State Office of Education regarding progress in meeting the objectives and annual targets described in the proposal. Further information regarding reporting requirements and forms will be made available on the USOE's website.

Application for Utah Science Technology and Research Centers

District or Charter School:

Program Director:

Name:

Title:

Address:

Telephone: Fax

E-mail:

Chief Financial Officer:

Name:

Title:

Address:

Telephone: Fax

E-mail:

Amount of Funding Requested:

Number of Students to be Served Directly:

Number of Teachers to be Served Directly:

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the governing body of this organization or institution duly authorizes the filing of this application, and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Authorized Official
Grants Officer or Superintendent of Fiscal Agent

Title

Signature of Authorized Official

Date

Signature of Chairperson of Local or Charter
School Board

Date

This signature indicates approval of local or charter
school board approval of the proposal.

STATEMENT OF ASSURANCES

Should an award of funds from a Utah Science Technology and Research Initiative Center be made to the applicant in support of the activities proposed in this application, the authorized signatures on the cover page of this application certify to the USOE that the authorized official will:

1. Upon request, provide the Utah State Office of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate state laws and regulations.
2. Conduct educational activities funded by this project in compliance with applicable state law.
3. Take into account, during the development of programming, the need for greater access to and participation in the targeted disciplines by students from historically underrepresented and underserved groups.
5. Submit, in accordance with stated guidelines and deadlines, all program and evaluation reports required by the Utah State Office of Education.
6. The applicant will retain records of the program for five years and will allow access to those records for purposes of review and audit.

Budget

Categories	USTAR Funds
Funds Appropriated	\$
Teacher Salaries and Benefits	\$
Supplies	\$
Textbooks	\$
Travel	\$
Total Expenditures	\$

Scoring Rubric

A. Description of how you will provide financial incentives to qualified mathematics and science teachers as outlined in section 53A-17a-159 of S.B.2 (2nd Sub.)	30 Points
B. Describe the potential benefits of your program, which may include one or more of those outlined in section 53A-17a-159 of S.B.2 (2nd Sub.)	50 Points
C. Description of how your program will result in a more efficient use of human resources and capital facilities.	10 Points
D. Budget	10 Points